



CITY OF ROLLING MEADOWS

JOB OPENING

Part-Time Police Assistant in the Police Department

The Rolling Meadows Police Department is seeking two qualified applicants for the position of Part-Time Police Assistant. This position assists the City in secretarial, clerical, and support duties (non-hazardous nature).

Minimum qualifications:

- At least 18 years of age,
- High School diploma or equivalent,
- Ability to type a minimum of 40 wpm,
- Valid Illinois driver's license, and
- Ability to successfully complete the Department's screening process.

The salary range for this position is (as of March 9, 2010) \$8.40/hour to \$12.00/hour. Bilingual (Spanish) and/or minority candidates are encouraged to apply.

[Note: The pay for a Part-Time Police Assistant with either Illinois State Police LEADS/NCIC or can be designated as the MDAC or LAC, shall be \$15.00 per hour].

The Part-Time Police Assistant position requires an individual who likes working in office and outdoor environments with numerous tasks and responsibilities. In addition, there will be some weekend (and/or evening) and field work assigned to this position. Any interested candidate who has additional questions regarding the job description or duties can contact Police Chief Dave Scanlan at (847) 394-8500 x 3001 or Assistant City Manager Barry Krumstok at x 847-394-8500 x 1002.

Applications and job descriptions are available at City Hall or at www.cityrm.org. Send resume and application to the Human Resource Department, City of Rolling Meadows, 3600 Kirchoff Rd. Rolling Meadows, IL 60008. The City of Rolling Meadows is an Equal Opportunity Employer.

Open Until Filled

POSTED: March 10, 2010



CITY OF ROLLING MEADOWS

Position Description

Position Title: Police Assistant

Reports to: Sergeant - Assigned Patrol
Shift Commander

Job Status: Part-Time

Supervises: NA

Department: Police

Pay Grade Assignment:

FLSA Classification: Non exempt

Date: March 1, 2010

Position Purpose:

Maintains departmental records through data entry into the Law Enforcement Agencies Data System (LEADS) and the Police Department's Records Management System (RMS); assists the public with information; provides desk support; performs clerical duties associated with police records and the patrol division.

Assists departmental personnel in the performance of their duties of a non-hazardous nature in the area of report writing, animal control, parking enforcement, and traffic control. By handling the more time consuming, routine tasks, it enables the Community Service Officer and Sworn Officer more time to concentrate on the more complex aspects of Law Enforcement.

Shall promote police/community partnerships to address the causes of criminal activity, community disorder, community fears and concerns, and any other community problem or issues.

Essential Position Duties:

- Receives incoming complaints or requests for information from the public and either handles the situation or directs the citizen to the appropriate resource.
- Performs police front duties associated with supporting the patrol function.
Monitors telephones and radio traffic.

- Operates a variety of office equipment to provide information to officers concerning driving and wanted statuses, criminal histories, vehicle queries, property queries and crime statistics.
- Enters and monitors warrants and other information pertinent to maintaining law enforcement networks and ensuring compliance with LEADS regulations.
- Sends, receives and disperses information via telephone, radio, or other accepted methods.
- Prepares, receives and processes a variety of law enforcement reports, citations and records in conformance with departmental policy.
- Maintains departmental files, records and office equipment.
- Types reports dictated by officers.
- Receives, processes and records monies associated with impounds of vehicles and dogs.
- Performs other clerical side work as assigned.
- Investigate abandoned autos and animal violations;
- Enforce parking regulations and issues citations; enforce City business licenses;
- Assist in traffic control; Recover found bicycles for impounding;
- Pick up daily mail at Post Office as necessary; deliver City documents;
- Check school crossing guards and fill vacant post assignments, when required;
- Relay motor vehicles back and forth from motor pool for repairs;
- Fingerprint and photograph applicants;
- All others duties as assigned and needed by the Department.

Safety:

Responsible for his/her safety and safety of other employees through compliance with established guidelines; reports circumstances and situations that are deemed hazardous, or otherwise detrimental to the public or City employees in a timely manner.

Competencies:

- Knowledge of streets in the City; knowledge of departmental rules, regulations, City Ordinances involving animals, bicycles, licensing, and vehicles; ability to react calmly in an emergency situation, to express himself/herself clearly orally and in writing, to deal with the public courteously, tactfully and impartially, to use good judgment and be in good physical condition. Ability to type 40 words per minute; successfully complete the LEADS general certification requirements; hear, understand and communicate effectively both orally and in writing; perform multiple tasks simultaneously

Minimum Qualifications:

- High school graduate or equivalent; at least 18 years of age; State of Illinois drivers license; successful completion of the Department's examination process.

Environmental Conditions:

- Work outside in varying climates;
- Ability to physically lift evidence, bicycles, animals and other items as required;
- Safely operate a motor vehicle for prolonged periods of time;
- Safely work with wide variety of domestic and wild animals;
- Safely direct traffic as required.

This position specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.
